

Submitting Pesticide Product Renewal Applications using the EEA ePLACE Portal

By MDAR Pesticide Program

Resources Required to Renew Your Products on the EEA ePLACE Portal

- Unlike the year 2019, when the new EEA ePLACE Product Registration (PR) System was launched, Registrants or their Agents will not need to upload any product labeling, safety data sheets, etc.

Resources Required to Renew Your Products on the EEA ePLACE Portal

- Registrants or their Agents only need an EEA ePLACE Portal Account that contains Product Registration (PR) Records

Are Your Product Registration (PR) Records in the Desired EEA ePLACE Portal Account?

- If you need to move Product Registration (PR) Records from from one EEA ePLACE Portal Account to a new or different EEA ePLACE Portal Account, you can do this by following the EEA ePLACE Portal Record Transfer Process. See the guide posted on the Department's Product Registration Website
- <https://www.mass.gov/how-to/register-a-pesticide-product-in-massachusetts>

Start by Logging Into Your EEA ePLACE Portal

[Home](#)

<https://eplace.eea.mass.gov/citizenaccess/>

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account. Registration is required to do any of the following:

Login


User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)



Click on My Records



Click one of the Renew Authorization Hyperlinks—to Select All Related PR's

▼ MDAR

Showing 1-3 of 3 [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	03/18/2020	PR-0007924	MDAR - Massachusetts Pesticide Product Registration Authorization	test - 1-5	06/30/2020	About to Expire	Renew Authorization
<input type="checkbox"/>	03/16/2020	PR-0007920	MDAR - Massachusetts Pesticide Product Registration Authorization	test - 1-2	06/30/2020	About to Expire	Renew Authorization
<input type="checkbox"/>	03/16/2020	PR-0007921	MDAR - Massachusetts Pesticide Product Registration Authorization	test - 1-3	06/30/2020	About to Expire	Renew Authorization



Renew All Products for One Company at the Same Time

- When you registered your new product(s) in the EEA ePLACE Portal or renewed them last year in the new system, you selected the Company or Registrant associated with that specific EPA Registration Number.
- By clicking the “Renew Authorization” hyperlink, you will start a renewal application, not only for that one product registration (PR) but for all products that are associated with that specific Registrant or Company—and that are in your specific EEA ePLACE Portal Account.

See the Associated Pesticide Product Registrations Eligible for Renewal

Applicable Renewal Records

RECORD LIST

For each Product Registration (PR) listed, please click on the corresponding "Actions" drop down menu and then click "Edit" to indicate the desired renewal status.

- If you select "Cancel" then the specified registration will end on June 30th of the current year.
- If you select "Not Ready for Renewal" then the specified registration will not be included in this application, but will remain eligible for renewal at a later time.
- If you select "Ready for Renewal" then the specified registration and fee will be included in this application. Those registrations that are updated as "Ready for Renewal" and their associated renewal fees will be grouped together.

The total renewal fees will be due and payable via a single "Online Payment" or by check or money order via an invoice sent to your email, if you choose to "Pay by Mail".



Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-3 of 3

<input type="checkbox"/>	Renew Status	Record ID	EPA Number	Product Brand Name	
<input type="checkbox"/>		PR-0007924	1-5	Test5- Product1	Actions ▼
<input type="checkbox"/>		PR-0007923	1-4	Test4- Product1	Actions ▼
<input type="checkbox"/>		PR-0007921	1-3	Test3- Product1	Actions ▼

Edit Selected

Continue Application »

Save and resume later

Select the PR's and Begin to Edit their Registration Status

Click the top "tick" box to select all records and click the "Edit Selected" button.



Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.



Showing 1-3 of 3

<input checked="" type="checkbox"/>	Renew Status	Record ID	EPA Number	Product Brand Name	
<input checked="" type="checkbox"/> 		PR-0007924	1-5	Test5- Product1	Actions ▼
<input checked="" type="checkbox"/> 		PR-0007923	1-4	Test4- Product1	Actions ▼
<input checked="" type="checkbox"/> 		PR-0007921	1-3	Test3- Product1	Actions ▼

Edit Selected



Continue Application »

Save and resume later

Update Each PR to the Desired Renewal Status

RECORD LIST

For each Product Registration (PR) listed, please click on the corresponding "Actions" drop down menu and then click "Edit" to indicate the desired renewal status.

- If you select "Cancel" then the specified registration will end on June 30th of the current year.
- If you select "Not Ready for Renewal" then the specified registration will not be included in this application, but will remain eligible for renewal at a later time.
- If you select "Ready for Renewal" then the specified registration and fee will be included in this application. Those registrations that are updated as "Ready for Renewal" and their associated renewal fees will be grouped together.

The total renewal fees will be due and payable via a single "Online Payment" or by check or money order via an invoice sent to your email, if you choose to "Pay by Mail".

* Renew Status:	* Record ID:	* EPA Number:
--Select--	PR-0007924	1-5
Product Brand Name: Test5- Product1		
* Renew Status:	* Record ID:	* EPA Number:
--Select--	PR-0007923	1-4
Product Brand Name: Test4- Product1		
* Renew Status:	* Record ID:	* EPA Number:
--Select--	PR-0007921	1-3
Product Brand Name: Test3- Product1		

Choose “Not Ready for Renewal”, “Ready for Renewal” or “Cancel”

• If you select “Not Ready for Renewal” then the specified registration will not be included in this application, but will remain eligible for renewal at a later time.


• If you select “Ready for Renewal” then the specified registration and fee will be included in this application. Those registrations that are updated as “Ready for Renewal” and their associated renewal fees will be grouped together.

The total renewal fees will be due and payable via a single “Online Payment” or by check or money order via an invoice sent to your email, if you choose to “Pay by Mail”.

* Renew Status:	* Record ID:	* EPA Number:
Not Ready for Renewal	PR-0007924	1-5
Product Brand Name: Test5- Product1		

* Renew Status:	* Record ID:	* EPA Number:
Ready for Renewal	PR-0007923	1-4
Product Brand Name: Test4- Product1		

* Renew Status:	* Record ID:	* EPA Number:
Cancel	PR-0007921	1-3
Product Brand Name: Test3- Product1		

Submit  **Click the Submit Button After You have Updated the Renew Status for all Products Listed.**

Verify the Desired Status and Continue the Application

Applicable Renewal Records

RECORD LIST

For each Product Registration (PR) listed, please click on the corresponding “Actions” drop down menu and then click “Edit” to indicate the desired renewal status.

- If you select “Cancel” then the specified registration will end on June 30th of the current year.
- If you select “Not Ready for Renewal” then the specified registration will not be included in this application, but will remain eligible for renewal at a later time.
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The total renewal fees will be due and payable via a single “Online Payment” or by check or money order via an invoice sent to your email, if you choose to “Pay by Mail”.

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<input type="checkbox"/>	Renew Status	Record ID	EPA Number	Product Brand Name	
<input type="checkbox"/>	Not Ready for Renewal	PR-0007924	1-5	Test5- Product1	Actions ▼
<input type="checkbox"/>	Ready for Renewal	PR-0007923	1-4	Test4- Product1	Actions ▼
<input type="checkbox"/>	Cancel	PR-0007921	1-3	Test3- Product1	Actions ▼

Edit Selected

Continue Application »



Verify the Selected Renew Status
and Continue the Application

Save and resume later

Review the Renewal Application

Home

MDAR Applications

MDAR - Massachusetts Pesticide Product Registration Renewal

1 Application Information

2 Review

3 Record Submitted

Step 2: Review

Continue Application »

Save and resume later

Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

Edit Application

Complete the Review and Certification

Applicant Information

Individual
Steven Kenvon
251 Causeway ST
Boston, MA 02114

Telephone #: 123-123-2323
E-mail: MDARPesticideProgram@Pesticides.gov

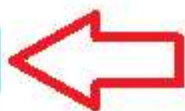
I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any product registration, license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By Checking the Box below, I understand and agree that I am electronically signing and filing this application.

☒ By checking this box, I agree to the above certification.

Date: 03/24/2020

[Continue Application »](#)



**Attest by Clicking the "Tick" Box
and Continue the Application**

[Save and resume later](#)

See the Total Applied and Make Your Payment “Online” or “By Mail”

Home

MDAR Applications

MDAR - Massachusetts Pesticide Product Registration Renewal

1 Application Information	2 Review	3 Pay Fees	4 Record Submitted
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Step 3: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.



Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
Product Registration Renewal	\$300.00

Only 1-PR was marked "Ready for Renewal" and therefore a fee for only one product was applied. \$300.00

[Pay Online »](#) [Pay by Mail»](#)

Pay Fees Online By Checking (ACH)

Payment

Payment

Paying fees by checking (ACH) will incur only a 35 cent fee.

You have elected to pay for the following item(s).

Description	Attendee	Service Fee	Amount
MDAR/Pesticide/Product Registration/Application	19TMP-006228	\$0.35	\$300.00
		\$0.35	\$300.00

Total Amount Due: \$300.35

Billing Information

☐ Same As Previous Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() -

Email
Enter Email Address

Payment Information

☐ Credit/Debit Card ☐ Electronic Check/ACH

To pay with electronic check, provide information below:

Routing Number
Enter Routing Number

Account Number
Enter Account Number

Name on Check
Enter Name on Check

Account Type
Checking
Savings
Corporate
Corporate Savings

☐ I Accept

Commonwealth of Massachusetts Terms Agreement

1. Personal Account Language
I hereby authorize NCOURT*Commonwealth of Massachusetts License to electronically deduct from my bank account this one-time payment as indicated above. I further authorize my bank or financial institution to deduct this one-time payment from my bank account. NCOURT*Commonwealth of Massachusetts License will

Email address where receipt is sent by payment vendor nCourt
YourEmailAddress

Pay Fees Online by Credit Card

Payment

Payment

Paying fees by credit card will incur a \$7.05 fee.

You have elected to pay for the following item(s).

Description	Attendee	Service Fee	Amount
MDAR/Pesticide/Product Registration/Application	19TMP-006228	\$7.05	\$300.00
		\$7.05	\$300.00

Total Amount Due: \$307.05

Billing Information

☐ Same As Previous Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() -

Email
Enter Email Address

Confirm Email
Enter Email Address **YourEmailAddress**

Payment Information

☐ Credit/Debit Card ☐ Electronic Check/ACH

Card Type
Select Card Type
VISA
MasterCard
American Express
Discover

CVV Code
Enter CVV Code

Expiration
01 2018

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☐ I Accept

Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

Email address where receipt is sent by payment vendor nCourt

The Renewal Application was Successfully Submitted

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MDAR Applications

MDAR - Massachusetts Pesticide Product Registration Renewal

1 Application Information	2 Review	3 Pay Fees	4 Record Issuance
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Step 4: Record Issuance



Successfully Completed.



Thank you for using our online services for your submission.
Your license number is 20-PR-0015-REN.



Once you have selected your payment method, you will find that your application has been assigned a record number. This record number will be listed under "My Records".

Find Application in “My Records” and Pay Fees Due “Online” (optional)

▼ MDAR

Showing 1-3 of 3 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	03/24/2020	20-PR-0015-REN	MDAR - Massachusetts Pesticide Product Registration Renewal	test		Payment Pending	Pay Fees Due

Although "Pay by Mail" was selected when this application was submitted, the applicant may still pay online by clicking the "Pay Fees Due" hyperlink and completing the payment!

Otherwise, the applicant will need to print the "Pay by Mail" invoice that was sent to their email address and submit the invoice to the address listed with the fees due. Please note that multiple invoices may be submitted together with one or more checks or money orders.



ePLACE Technical Support

- **Need Help?** For technical assistance with the ePLACE website, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)
- You can also email ePLACE_helpdesk@state.ma.us
- For assistance with non-technical questions, please contact the MDAR Product Registration Team.